LIBRARY BOARD PRESENT:
John Hakes, Craig Klausing, Paula Mielke, Jan Rapheal, Kim Vanderwall, Tou Xiong

LIBRARY BOARD ABSENT:
Marisol Chiclana-Ayala

STAFF PRESENT:
Jill Boldenow, Library Director; Lynn Wyman, Deputy Director; Mary Larson, Library Board Coordinator; Jeff Eide, Policy & Planning Manager; Bill Michel, Facilities Planning Manager; Meg Robertson, New Brighton Library Manager; Jason Lyons, Digital Literacy Coordinator; Kristi Saksvig, Communications Manager

OTHERS PRESENT:
Mary Jo McGuire, Ramsey County Commissioner; Sue Gehrz, Friends of the Ramsey County Libraries Executive Director; Les Sipkema, Shoreview Resident

CALL TO ORDER:
Vanderwall called the meeting to order at 6:30 p.m. in Room 218 of the New Brighton Community Center, 400 10th Street N.W.

PUBLIC COMMENT:
Les Sipkema, Shoreview resident, welcomed Boldenow as Director of Ramsey County Library and commented on the Library and the Director’s role.

APPROVAL OF AGENDA AND MINUTES:
Xiong made a motion to approve the agenda for September 21, 2016, as amended to move the Friends Overview before the Action Items portion of the agenda and to approve the minutes of July 20, 2016, August 5, 2016, and August 10, 2016 as presented. Mielke seconded the motion, which was approved by unanimous vote.

DISPOSITION OF SURPLUS FURNISHINGS, EQUIPMENT AND BOOKS:
With the closing of the Ramsey County Library in Shoreview on November 23, 2016, the Library will have surplus furnishings, equipment, and weeded books that will not be utilized at the new facility opening in January 2017. The Mounds View School District is working with Library staff to identify furnishings they would like to purchase in conjunction with the sale of the building.

As the Library has done with the last several building projects, surplus items are donated to the Friends to be sold at public sale. Discarded books and other library materials have long been donated to the Friends, since the materials no longer have any inherent value to the Library and the real value is in the donated labor of the Friends in preparing the materials and conducting public sales.

The Friends of the Library are planning to hold a surplus sale December 1-3, at the library in Shoreview. Proceeds from the sale will go to the Shoreview Library Capital Campaign fund to purchase amenities for the new facility.

The sale will be run by the Friends, with assistance by Library and Property Management staff.

Xiong made a motion to authorize staff to dispose of all surplus property from the Ramsey County Library in Shoreview in a fiscally prudent manner, and in accordance with Ramsey County guidelines. Mielke seconded the motion, which was approved by unanimous vote.
DIRECTOR’S REPORT:
The library’s fall In-Service Day will be held on Monday, October 10 at the library in Maplewood. All libraries will be closed that day.

The Roseville teen room will be closed from October 6-13 to redo the floor. The old carpet and rubber flooring will be replaced with a stained concrete floor.

In July, White Bear Lake Area Schools provided the library in White Bear Lake with three Chromebooks and three hotspots for checkout by ISD 624 students. Items can be checked out for three weeks with two renewals. This collaborative effort provides technology access to students who may not have home computers.

Library staff and Shoreview Library Capital Campaign volunteers organized a Book Cart Drill Team for the Slice of Shoreview Parade on July 23.

Mounds View’s address changed from 2576 County Road 10 to 2576 Mounds View Boulevard in late July, after the Mounds View City Council voted to rename County Road 10.

The library in White Bear Lake and White Bear Lake Area Schools were awarded an LSTA grant in July. The grant provided the funding for participation by White Bear Lake librarians in events at three elementary schools in August and will fund an open house for White Bear Lake students and families at the library in October.

30 people attended a Community Meal for parents and teens in the evening on Friday, August 5 as part of the after-hours teen program series at the library in Maplewood.

144 people attended a Community Conversation on A Good Time for the Truth: Race in Minnesota at the library in Roseville on Wednesday, August 17. Copies of the book were made available for checkout in the weeks prior to the event.

The library has started the process to migrate its ebook content from OverDrive to cloudLibrary. Consolidating collections to a single platform will reduce the duplication of materials and extra administrative costs and allow us to offer a broader collection of ebooks in a single source.

The library in New Brighton was closed for the first week of September when the Community Center closed for its annual week of building maintenance.

The libraries in Roseville and Maplewood remained open until midnight on July 20 and 21 to provide public cooling centers during those days of extreme heat. Both sites were busy, with people remaining until midnight each night. The cooling center hours were well publicized on social media and generated TV news coverage. The library received positive feedback, including these comments from the County administrators:

Thank you so much for working with Public Health on the cool spaces for people in this heat wave. It’s another great example of how important and trusted our libraries are in the community.
Julie Kleinschmidt, County Manager

Before she left, Susan was working with us to incorporate the libraries into our emergency preparedness efforts. The concept being people in need will seek assistance from already-trusted agents and libraries are trusted. You proved our concept!
Judd Freed, Director, Ramsey County Emergency Management and Homeland Security
I am really heartened that we were able to mobilize quickly to meet this emergent community need. I agree that the usage numbers are significant and reflect what the after action reports seem to suggest—that citizens are more likely to seek shelter at facilities they are familiar with and have a level of comfort with, rather than a stand-alone shelter that might be set up.

Robert Einweck, Health Protection Division Manager

Staff members from Ramsey County WorkForce Solutions were temporarily relocated to the Community Program Room at the library in Maplewood for two weeks in August after mold was discovered in their North St. Paul office.

MELSA is providing eAudiobooks through the cloudLibrary platform. The downloadable audiobook collection started with an initial order of 10 copies each of 261 titles on August 3. MELSA will be adding to the collection on a monthly basis.

FRIENDS OF THE RAMSEY COUNTY LIBRARIES REPORT:
Many enthusiastic volunteers, including some residents of Scandia Shores, risked paper cuts to stuff and mail 10,000 letters requesting donations to the Shoreview Library Capital Campaign, and donations are starting to come in. Volunteers also organized a book cart drill team unit in the Slice of Shoreview Parade and manned campaign information tables at the Shoreview Farmer’s Market.

Volunteers are needed to help with the Spooktacular Used Book Sale from October 19 through 23 at the library in Roseville.

FRIENDS OVERVIEW:
The Friends of the Ramsey County Libraries is a 501(c)(3) nonprofit organization organized in 1979 to advocate for expanded library services in suburban Ramsey County. It is governed by a 23-member Board of Directors and four ex-officio members including the Library Director and Library Board member Jan Rapheal. Day to day operations are carried out by three part-time staff and about 200 volunteers who donated 7,835 hours in 2015.

Each year, the Library Director submits a request to the Friends Board of Directors for a programming grant. In 2016, this $70,000 grant was used to fund:
- Summer Reading Program - $20,000
- Technology Literacy/Adult Life Skills Classes - $25,000
- Children’s Programs - $5,000
- Teen Programs - $4,000
- Library Newsletter - $6,000
- Volunteer Program Development - $5,000
- Employee Development - $5,000

The Library also submits a plan for using an additional grant of approximately $30,000 if surplus funds are available at the end of the fiscal year. For the past two years, these additional grants have been used for STEM programs and Summer Reading Program outreach to underserved populations.

For the past three years, the Friends have sponsored a fundraising Gala that added $30,000 - $35,000 to the library’s collection budget.

The Friends are conducting their sixth capital campaign to raise funds for library amenities including fireplaces, art, technology, interactive literacy-building equipment, special furnishings and outdoor reading gardens.
The Friends also seek or host funding for new programs targeting specific underserved populations, i.e. WIC clients at New Brighton and memory loss caregiver kits at Roseville and Shoreview.

This fall, the Friends will be hiring a new Executive Director following the retirement of Sue Gehrz. The Library Board thanked Gehrz for her contributions to the Ramsey County Libraries over the past eight years.

**SAAS CONTRACT WITH SIRSIDYNIX:**

An integrated library system (ILS) is a combination of specialized databases and software used to manage collections, circulation, cataloging, acquisitions, serials and borrower accounts. It also facilitates the use of material handling systems, computer management software and user authentication for subscription resources. Ramsey County Library (RCL) currently uses the Horizon ILS provided by SirsiDynix, and hosts this system in-house using several specialized servers.

A growing trend in libraries is to provide ILS solutions as subscription services maintained via the Internet or in “the cloud.” This type of subscription service is often called Software as a Service (SaaS). SaaS allows libraries to shift responsibility of hosting servers and software to the vendor, eliminating costs and risks related to in-house hosting. SaaS also allows reallocation of staff time to focus on managing and improving content maintenance and user interfaces. SirsiDynix takes SaaS one step further by hosting the Horizon client application used by library staff, eliminating the need to install and maintain clients on approximately 140 staff PCs.

Current maintenance and licensing costs paid to SirsiDynix for core services eligible for SaaS are approximately $64,000 per year. Not all ILS services or add-on products are eligible, including add-on products like SirsiDynix’s telephone notification system.

Initial SaaS migration costs provided by SirsiDynix (May 2016) represent an ongoing increase of approximately 20K to 25K per year. Any existing payments made by the Library will be pro-rated and subtracted from the total cost. The initial cost increases will be covered by MELSA phase (technology) funding. SirsiDynix is willing to treat this agreement as an addendum to the current master agreement.

Rapheal made a motion, as outlined in the RCL Technology Plan endorsed by the Library Board in June 2016, to authorize the Library to pursue an agreement with SirsiDynix for the migration of Horizon to SaaS with a first year cost increase not to exceed $35,000 and years two and three not to exceed $25,000; and to authorize the Library Director to sign the agreement, subject to the approval of the Ramsey County Attorney’s Office. Mielke seconded the motion, which was approved by unanimous vote.

**DIGITAL LITERACY OVERVIEW:**

**Digital Literacy Classes and One-to-One Help Labs:**

Ramsey County Library continues to make digital literacy instruction to our communities a priority. The Digital Literacy Project continues to expand as Ramsey County Library offers a variety of innovative technology classes and programs. Since January, the library has offered 337 digital literacy programs to 1,990 students. Programs range from structured curriculum in a classroom environment to walk-in one-to-one technology help labs.

Since January 2016, the library has offered 107 computer and technology classes to 888 students.

Since January 2016, the Library has offered 230 one-to-one technology open labs to 1,102 students. Patrons are free to walk in for individual help without need of registration. The Library expanded one-to-one labs to Shoreview and White Bear Lake. In 2015 the library piloted Tech and Coffee Saturdays once a month at Mounds View and New Brighton, where patrons could get one-to-one tech help.
**Partnerships:**
Ramsey County Library continues to partner with outside organizations to offer new and innovative class offerings. Partners since 2015 include Science Museum of Minnesota, Twin Cities Media Alliance, Minitex, AmeriCorps CTEP, Ramsey County Law Library, Volunteers of America, and the Adult Learning Center in Roseville.

Ramsey County Library continues our successful partnership with AmeriCorps by again hosting three CTEP members in both 2015 and 2016. We were proud to accept CTEP’s Partner of the Year award for 2015. In 2016, CTEP members helped 156 students pass Northstar Digital Literacy Assessments and assisted 47 job seekers within our community find employment.

**Outreach:**
Ramsey County Library continues to offer digital literacy and job readiness training to ex-offenders at the volunteers of America Re-entry facility in Roseville.

In 2016, the library began periodically providing information tables at various locations promoting downloadable resources.

In June, the Library promoted computer and internet safety at the Como Family Safety Fair at the North Dale Community Center in St. Paul.

In August, the library hosted 21 ESL teachers from the Adult Learning Center in Roseville for a digital literacy resources presentation.

**Adult Makerspace:**
In the fall of 2015, Ramsey County Library piloted an Adult Makerspace at Maplewood on Saturdays from 11-1. The program was developed by two students from College of St. Catherine and supported by CTEP members. The project was presented at the LibTech conference at Macalester College in March. Since January 2016, the library has offered 33 Adult Makerspace labs to 137 students. 3D printing, sewing machines, adult coloring, and Adobe video editing software have been the biggest draw.

**BY-LAWS AND POLICIES REVISION:**
Klausing reported that the subcommittee met immediately prior to the Library Board meeting and reviewed the changes proposed at the previous subcommittee meeting. The revised documents will be presented to the Library Board in October for approval.

**SHOREVIEW PROJECT UPDATE:**
The Minnesota Department of Education has officially announced that Ramsey County Library was awarded an $806,500 Library Construction Grant for the Shoreview project. The grant will offset construction costs allowing the Library to purchase additional technology and furniture, fixtures and equipment (FF&E) that would otherwise not have fit into the project budget.

The project continues to be on schedule and under budget. In the past two months the building has been fully enclosed, the mechanical and electrical systems have been completed, the raised floor has been fully installed, sheet rock walls have been installed, most of the painting has been completed, paneling and ceramic tiling have been started, the parking lot has been graded, and curb and gutter and permeable pavers have been installed. The first course of asphalt for the parking lot will be laid this week, and landscaping will begin shortly. The Library is scheduled to take possession of the building on November 23.
The Materials Return on the east side of the building has been permanently closed to allow for construction of the drive to the new parking lot. A temporary return has been placed near the public entrance to the Library.

The existing Library will close at the end of the day on November 23, with packing for the move into the new building beginning the following week. The Mounds View School District will take possession of the existing building on January 1.

Most of the FF&E purchase orders have been placed and furniture will begin to be received around December 1. Ramsey County Procurement continues to work on a contract for the Automated Handling Machine.

Planning has begun for the Grand Opening celebration on January 28.

**RAMSEY COUNTY COMMUNICATIONS CONSOLIDATION:**
Ramsey County intends to consolidate communications staff and functions across County departments to report to the County’s Director of Communications. The proposal is to embed existing Library communications staff in the Library with a solid reporting line to Communications and a dotted line to the Library. The County intends to bring a proposal to the County Commissioners to approve the transfer of communications staff under the new reporting structure.

Boldenow noted that the proposed consolidation would potentially give the Library the ability to utilize more County staff for projects. Ramsey County Communications Director John Siqveland will attend the October Library Board meeting to discuss the proposal.

**RAMSEY COUNTY PHASE 2 IT PLANNING:**
Ramsey County Information Services had agreed to embed an IS staff member in the Library during Phase 2 planning to fill the vacancy in Library Automation Services. The embedded staff member resigned for personal reasons less than a week after he started working in the Library in late August.

Because of workload demands related to the Shoreview project, Library Automation Services Manager Chuck Wettergren met with IS management to request assistance with technology infrastructure during the consolidation planning rather than another embedded employee.

**NEW BRIGHTON BRANCH UPDATE:**
**Trends in the Service Area:**
- Growth continues in the New Brighton Exchange area with CSI and API well established and Pulte Homes construction ongoing.
- Rice Creek Commons Development is in full planning mode now that it has received its clean designation from the MPCA and infrastructure necessary for development is partially completed (I-35W/Highway 96 interchange—2015 and I-35W/County Road H interchange—2016).
- New Brighton’s cost of living index is higher than the national average—112.3 to the U.S. average of 100.
- 77.4% of third grade students in the St. Anthony/New Brighton school district reached reading standards and 67.3% of third grade students in the Mounds View School district reached reading standards.
- New Brighton Community Center is opening additional hours on Sundays this fall. The Center has been focusing on significant physical improvements.
- WIC clinic hours now dovetail well with the library open hours and will be stable through the fall and winter.
- Construction on the County Road E-2 Bridge was a summer disruption and the re-introduction of the New Brighton Farmer’s Market has been a summer enhancement.
Library Issues and Service Trends:

- Weekly open hours increased at New Brighton beginning April 7 from 38 to 45—business has been brisk on Mondays and the overall number of visits has increased modestly (4.74%).
- Circulation measures for Quarter 1 and Quarter 2 are close to the same, indicating a slight decrease in circulation based on open hours.
- Registrations are up 25% in Quarter 2 which is the period of time in which our new hours began.
- New manager office space allows for more desk oversight to overlap with project work.
- Participation in the summer reading program was strong at the New Brighton branch. Staff made an effort to bring awareness of the program to every visitor with children.
- Partnerships with NBCC continue with Read-to-Play increasing in participation and a very successful July Park and Recreation month that included library-sponsored STEAM programming with a super-hero theme.
- Children’s and adult “reading porches” have been enhanced with literacy toys (children’s) and furniture accessories (adult) to bring exceptional interaction and relaxation areas.
- WIC outreach continues with distribution of remaining grant-funded early literacy bags and with the addition of a “green shelf” of materials generously selected from weeded materials by RCL Friends.
- Regular communication with businesses and schools directly surrounding the area has increased with delivery of the newsletter to API, CSI, Pulte Homes, Mounds View Public Schools, St. John the Baptist School, and Ralph Reeder food shelf every 2 months.
- Tami Lee, New Brighton Children’s Librarian, will be presenting a session on diversity in storytimes at the September 2016 Minnesota Library Association conference and will be on the panel of St. Catherine’s annual Booked for the Evening. Tami and Anna Haase Krueger, Maplewood children’s librarian, also have an article coming out in the October professional journal Children and Libraries. Meg Robertson, branch manager will also be presenting at MLA this September on the topic of service to corrections.
- Jenny Jackson, the new 4-hour/week reference librarian, will begin enhancing passive programming for adults and children.

NEXT MEETING: October 19, 2016, RCL-Maplewood, 3025 Southlawn Drive, 6:30 p.m.

ADJOURNMENT:
The meeting adjourned at 8:15 p.m.

Respectfully Submitted,

Mary Larson
Library Board Coordinator